

PROCEDURES FOR ESTABLISHING A NEW LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

FORMATION:

If no LEPC is active or exists, the county Board of Supervisors is responsible for submitting nominations to the IERC for appointment to the Local Emergency Planning Committee.

MEMBERSHIP

Representatives of the following groups or organizations (a person may represent one or more groups provided they are duly appointed by each group or organization they represent):

1. Elected State and local officials
2. Law enforcement personnel
3. Civil defense personnel
4. Fire fighting personnel
5. First aid personnel
6. Health personnel
7. Local environmental personnel
8. Hospital personnel
9. Transportation personnel
10. Broadcast and print media
11. Community groups
12. Owners and operators of facilities subject to the Requirements of this subtitle.

INITIAL STEPS

Establish procedures for functioning of committee to include:

- Selection of chair/vice-chair and secretary
- determine length of term for LEPC members
- designate a 24 hour emergency contact point for emergency release notifications (may use 911 if procedures are in place).
- designation of local government office for receiving non-emergency notifications from facilities subject to the law.
- designation of an official (information coordinator) to response to requests for information from public (e.g.: MSDS, chemical inventory forms, minutes of LEPC meetings, and emergency response plans).

ESTABLISHMENT PROCEDURES

- Public Notification of committee activities
- Receiving and responding to public comments
- Distribution of Emergency plans
- Receiving and processing requests from public for information under EPCRA Section 324, including Tier II information under Section 312.

- Public access for review of material including
 - emergency response plan
 - MSDS
 - inventory forms
- publish annual notice of information available
- make available minutes of all LEPC meetings to public

WHAT IERC NEEDS FROM LEPCs

- Name of Chair and Vice Chair
- Emergency 24 hour number for emergency release notification (section 304)
- Name of an information coordinator to respond to request for information to public (sections 311(c)(2) and 324)
- Name and address of local government office for receiving non-emergency notifications (sections 311 & 312)
- Minutes of LEPC meetings
- Current list of emergency facility coordinators designated by each facility
- Public notification of committee activity
- Procedures for receiving and responding to public comments and requests.